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ABSTRACT

Policies and procedures for academic affairs are detailed in the 1974-1975 edition of the faculty handbook. Areas of concern are presented alphabetically and include: absences, academic classification, admissions requirements, advanced standing, appealing grades, curriculum changes, course or college withdrawal, fees, graduate courses and requirements, life experience credits, grading, promotion policy, readmission records, refunds, registration, leave policy, student record confidentiality, transfers, travel regulations, veterans' affairs and veteran credit. (LBH)

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Academic Affairs

California State College

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POLICIES AND PROCEDURES FOR ACADEMIC AFFAIRS

CALIFORNIA STATE COLLEGE

1974 - 1975

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ABSENCES OF FACULTY

Faculty absences provided for by the Administrative Code, Commonwealth of Pennsylvania are -- illness of the employee and death in the family. If some special problem should develop, please consult the Vice President for Academic Affairs or the President's Office.

Sick Leave Provisions

1. Fifteen days of sick leave each college year.
2. Unlimited accumulation of sick leave, but no more than 90 days may be used in any one calendar year.
3. Faculty teaching in summer sessions are eligible for sick leave.
4. Sick leave may be granted by administration action until an employee has accumulated 90 days.

Whenever a faculty member shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of three days. Members of the immediate family shall be defined as: father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household or any person with whom the employee has made his home.

Faculty members are required to complete a Faculty Class Absence form whenever they do not meet their classes. This card is to be processed and approved prior to absence where planned events are concerned. When an unplanned absence occurs, this card is to be completed and submitted after the fact of absence.

These forms are necessary for proper record keeping of sick leave, death in the immediate family, attendance at professional meetings, etc.

Unapproved absence from class will be considered a leave of absence without pay.

Requests for class absence not covered by institutionally approved programs must be submitted in writing to the President's Office. The request must be submitted early enough to permit proper and adequare planning.

ACADEMIC CLASSIFICATION OF STUDENTS

Students are classified according to the number of semester credits they have passed. Transfer credits may be counted only after an evaluation has been made from an official transcript by the associate dean of the school.

Freshman	12 - 31 credits
Sophomore	32 - 63 credits
Junior	64 - 95 credits
Senior	96 - 128 credits

ADDITION OF COURSES

Students are permitted to add courses during the first week of an academic term by securing a Drop/Add Permit in the Registrar's Office and returning it to the Registrar with the "Add Card" for the course being added.

ADMISSION TO CERTIFICATION PROGRAMS BEYOND THE MASTER'S DEGREE

California State College offers the following certification programs which require additional experiences and credits beyond the Master's degree for developing appropriate competencies in the specific areas of specialization: (1)Industrial Arts Supervisor, (2)Reading Supervisor, and (3)School Psychologist.

Applicants for the above certification programs must have completed all the prerequisites for the program and all Special requirements. Applicants for the Industrial Arts Supervisor must have completed the Master's degree in Industrial Arts, and applicants for the Reading Supervisor must have completed the Master's degree and must have a Reading Specialist Certificate. For the School Psychologist certification the applicant must have completed a Master's degree in School Psychology or related fields and must obtain a minimum of thirty (30) additional credits in special experiences and courses in the School Psychology program.

Before beginning any of the above three certification programs, the applicant must file an application with the Graduate Office. The Graduate Office consults with the department concerned. Based on the department's evaluation of the applicant's background and the availability of faculty and facilities, the department and the Graduate Office render a decision concerning the possible admission of the applicant to the requested certification program.

ADMISSION TO STUDENT TEACHING

The applicant for student teaching will be assigned to a student teaching center after he has been approved by the Teacher Evaluation Committee.

Students planning to student teach during the fall or spring semester must attend the March Group Guidance Meeting. Time and place will be posted.

ADMISSION TO TEACHER EDUCATION

For over a century California State College has helped provide competent teachers for our schools centered around a basic philosophy of education that has reflected a close personal relationship among students, faculty and administration. In order to continue to maintain this close personal contact and to insure that only persons of reasonable professional promise are admitted to and permitted to complete the teacher education program, the college has a program of admission to teacher education.

Requirements:

1. A quality point average of 2.30 in major field. For students in the elementary curriculum, quality point average will be computed using elementary and professional education courses.

2. An overall average of 2.00 and not on probation.

3. Completion of at least 64 credits including transfer credits with a minimum of 12 credits in the major. (Secondary teaching area; Elementary; Industrial Arts; Special Education; Speech Pathology)

4. Recommendation of advisor or major department chairman.

5. Personal interview with and recommendation of a member of the Committee for Admission to Teacher Education.

6. Approval by the Committee for Admission to Teacher Education.

All of the above requirements are prerequisites to a student teaching assignment.

Procedure:

1. All education majors are asked to pick up an application for Admission to Teacher Education in your department office. This should be done early in your fifth semester or after you have completed 64 credits.

2. Return the completed application typed or written legibly in ink to your department office. A meeting with your advisor will be scheduled for you. If you have your advisor's recommendation, you will report to the Dean's Office, School of Education Building, Room 202, to schedule your interview appointment. Your application with your advisor's recommendation will be forwarded by your department to the School of Education Office. Those students who do not have their advisor's recommendation will be advised of their deficiencies and their folders will be reviewed by the department chairman for any further action.

3. Keep your interview appointment. Look your best. Be on time and dress appropriately; as you would for your work as a teacher.

4. Following the interview, you should receive within a week or two a letter stating one of three things:

   a. Approved

   b. Temporarily withheld

   c. Rejected with reason

   If you do not receive a letter within the amount of time stated above, please stop in the School of Education Office, Room 202, for further information.

5. If rejected, you have three alternatives:

   a. Remove deficiency and apply again for Admission to Teacher Education.

   b. Transfer to another curriculum.

   c. With special permission of the Committee for Admission to Teacher Education, take 14 credits in lieu of student teaching and graduate without teacher certification.

ADVANCED STANDING

The College approves the advanced standing opportunity for high school students only under exceptional circumstances and only with the full cooperation of the student's high school principal. Most frequently high school students will avail themselves of the advanced placement opportunity on a part-time basis. Occasionally early admission is possible, but only after a mutually agreeable arrangement has been worked out with the high school involved. It is not presently the practice of this College to recruit high school juniors for early admission. The final decision on advanced standing applications is made by the Assistant Vice President for Academic Affairs.

APPEALING A GRADE

In appealing a grade, a student should contact the instructor to discuss the grade which was assigned. If he is not satisfied with the explanation, he should then contact the department chairman. If accord is not reached at this level, the student may then appeal to his school dean. The final source of appeal is the Vice President for Academic Affairs. This step should be taken only if there is no possibility for a resolution at an earlier stage and only if the student is convinced that arbitrary and/or capricious standards were applied to him.

It must be understood that it is not the policy of the administration to change a grade duly assigned by an instructor. It is the policy of the administration and the faculty to provide students with an opportunity to voice their concerns on all matters, including grades.

APPLICATION FOR STUDENT TEACHING

Applications for student teaching are secured at the time of the student's interview for admission to Teacher Education. They are filed in the office of the Director of Student Teaching. Interviews for student teaching assignments are held each November and March.

Before a student may be assigned to this vital part of the Teacher Education Curriculum, he must (a) be admitted to Teacher Education, (b) have an overall quality point average of 2.0, (c) be approved as having satisfactorily completed the required preparatory work.

Students will not be assigned to Student Teaching until they have completed at least one semester work in this college. Graduates of other colleges must meet the requirements of Admission to Student Teaching before being assigned to Student Teaching.

BOMB THREAT TELEPHONE CALL

In the event your office receives a bomb threat telephone call, please follow these procedures:

1. When the call is received, immediately place call on HOLD.

2. On your other extension, call the Operator and report the call.

3. Notify the President's Office immediately of the call with whatever information you received. In the absence of the President, information is to be reported to the Vice President for Academic Affairs.

4. Immediately upon receipt of any call about a bomb threat, the Office of the President will notify the campus security office.

Extension Numbers:

President	4400
Vice President for Academic Affairs	4407

College policy calls then for the notification of the California Borough Police and the State Police at the Belle Vernon barracks.

BOOK ORDERS

Faculty members are free to order books at off campus agencies if they wish, but for the convenience of students, a copy of all orders should also be placed at the Fayette Mart. Approved department procedures for processing orders should be followed.

CANCELLATION OF REGISTRATION

1. A student may cancel his registration prior to the payment of fees by notifying the Registrar's Office and by returning the bill for fees to the Business Office with a written statement indicating the decision to cancel the registration.

2. A student who completes registration and pays his fees but subsequently decides not to attend college is required to notify the Registrar's Office immediately.

   a. If the notification is received prior to the first day of classes, the student will be charged as follows:

      (1) A full-time student (12 or more credits) will forfeit $25, and the balance paid will be refunded or credited to the student's account.

      (2) A part-time student will forfeit $10, and the balance paid will be refunded or credited to the student's account.

   b. If the notification is received after the term begins but not later than the sixth week of a semester, the registration will be cancelled. However, the student will forfeit a portion of his fees based upon the week of notification. Note: For six-week courses, the notification must be received no later than the end of the second week. (Refer to section on refunds)

3. Failure to cancel registration in the appropriate manner as explained above will result in the forfeiture of all fees paid and in the assessment of F grades for all courses scheduled.

CHANGE OF CLASSES

The following instructions should be followed carefully.

1. You are responsible for your own class schedule. No student will be permitted to retrieve a Permit to Drop/Add for another student. These Permits will be available on the first floor of the Administration Building or in the Registrar's Office.

2. Each student is entitled to two (2) Permits to Drop/Add. The first Permit will be available on the first day of class. The second Permit will be available a week after classes have begun.

3. You may drop or add any number of courses with each Permit. (The old Drop/Add forms restricted each student to one drop and one add on each form.) After receiving your Permit, take it to the department offices which maintain the course(s) which you wish to drop or add. If you are adding a course, present your Permit in the department office and indicate the course(s) which you intend to add. You will receive a special class card (Add Card) for that course. If you are dropping a course, indicate this course in the office and you will receive a special "drop" card for the respective course. Check your schedule to insure that you are not dropping a course for which you were not originally scheduled.

4. You are responsible for the accuracy of your schedule. Check your special drop and add "class" cards to ascertain that they represent the actual courses and sections which you are changing. (The course name, number, and section appear at the top of each card.)

5. Once you have obtained your Permit and your respective Drop/Add "class" cards, return all cards to the Registrar's Office.

6. Since you may obtain only two (2) Drop/Add Permits, do not be extremely hasty in returning your Permit and "class" cards to the Registrar before the date they are due.

7. Since this process is no longer a manual operation, you will be held totally responsible for the courses and sections for which you are scheduled. Check your schedule to insure that you are attending the correct section. Corrections to your schedule will be extremely difficult at a later date.

8. You will receive, by mail, an updated bill reflecting changes in your tuition and fees as a result of your Drop/Add schedule changes.

There is a possibility that these directions will change.

CHANGES OF CURRICULUM

A student who desires to make a curriculum change is required to secure written approval from the appropriate school dean. If the change requires a transfer from one school to another, the student must obtain written approval from both school deans. After the approval has been granted, the change will be made on the student's academic record.

CLASS ATTENDANCE

Regular attendance at classes is a prerequisite to successful academic work. It is the responsibility of the student to inform his instructor of the cause of an absence. If a student knows in advance that he must miss a class, he should notify his instructor if possible, and arrange to make up examinations or other work. In the event of illness, students should report to the college nurse.

Since the college has no cut system, unexplained class absence will be recorded as unexcused absences. An excessive number of class cuts may be considered by the instructor in determining the final grade of the student.

This policy permits class absences for cause but places the responsibility for successful completion of the work on the student.

CO-CURRICULAR CREDIT

Students may secure the privilege of carrying more than the 16 credits on regular semester schedule by demonstrating their ability to do better than average college work. Honor credits may be granted by the Vice President for Academic Affairs based upon the grade point average earned by the student in the preceeding semester as follows:

Co-curricular activity--Band
Co-curricular activity--Choir
Co-curricular activity--Publication
Co-curricular activity--Forensics - Theater

These credits in all instances are free electives and will not count toward any particular area of specialization. Students may not receive more than three co-curricular credits towards graduation. Only one co-curricular activity credit can be earned each semester.

COLLEGE POLICY FOR CENTREX TELEPHONE SYSTEM

The following outlines the college policy as it applies to the new telephone system:

1. Personal long distance calls should be billed to home phone or credit card.

2. All outgoing long distance calls should be logged on the appropriate form so that telephone billing can be checked to assure accuracy of charges. Faculty telephone logs should be turned in to the department chairmen at the end of the month. These logs would then be returned to the faculty member.

3. Department chairmen will check the logs against the monthly bill and then return logs to faculty members.

4. Telephone locks should be purchased and placed on those telephones where security could be a problem. Department chairmen will be responsible for the key and for designation of the telephones.

5. Collect calls are not to be accepted unless the call is billed to the receiver's home phone.

6. Use of direct distance dialing capability for other than college business will result in the telephone being restricted solely to intracampus use.

Always listen for dial tone and dial promptly. A delay in dialing will connect you to a recorded announcement.

INTER-OFFICE CALLS

Dial 4 digit number.
To reach console attendant - dial "0".

LOCAL CALLS

Dial (9).
Wait for dial tone -- dial 7 digit number.

Calling Area	
326	Fayette City
483-489	Charleroi
785	Brownsville
938	California
929	Belle Vernon

WATS CALLS

Dial (199).
Wait for dial tone — dial 7 or 10 digit number.

NETWORK CALLS

Dial (8).
Wait for dial tone — dial 7 digit number.

LONG DISTANCE CALLS

Station to Station

Dial (9).
Wait for dial tone — dial 7 digit number. (412 Area)
dial 10 digit number. (other than 412 Area)

Person to Person

Dial (9).
Wait for dial tone — dial "0" for the Bell Telephone Operator.

TRANSFER CALLS (INCOMING FROM OUTSIDE LINE ONLY)

Depress switchhook momentarily — ringing signal will be heard.
Wait for the attendant to answer, request transfer, restore receiver.

CONFERENCE CALL

Dial (190).
Give the details of the call to the attendant.

EMERGENCY CALLS

Dial 4299.

TELEPHONE TROUBLE REPORTS

Dial 4040.

COMMENCEMENT HONORS

Commencement Honors are awarded to a limited number of students in the graduating class. Not more than one-eighth of the class may receive honors. A minimum of two (2) years residence is required to receive commencement honors.

Highest Honors	Quality Point Average 3.75 to 4.00
High Honors	Quality Point Average 3 50 to 3.74
Honors	Quality Point Average 3.25 or better

This recognition can be bestowed only upon evidence of unusual ability as shown scholastic records and in keeping with standards established and approved by the faculty.

COMPLETE WITHDRAWAL FROM COLLEGE

A student who decides to withdraw from college during any academic term, regardless of the reason, is required to report to the Registrar's Office and obtain a clearance from the Student Affairs Office, the Library, and the Business Office. Upon receipt of the clearance form and a review of the student's records and status, the Registrar will certify as to the type of withdrawal.

In the event a student cannot arrange for his withdrawal personally, as indicated above, he must notify the Registrar's Office by telephone or by letter immediately. All withdrawals from college will be governed by the following regulations:

1. An honorable dismissal will be granted to a student who withdraws from college in the official manner, has met all financial obligations to the college, and has been properly cleared by the Registrar.

2. There will be no academic penalty (i.e., no grades will be assigned and the record of the courses attempted will be deleted from the transcript) for a student who makes an official withdrawal from college during the first six (6) weeks of a semester. For an official withdrawal from a six-weeks' session, there is no academic penalty during the first two (2) weeks.

3. After the sixth week of a semester, a student who makes an official withdrawal must receive WP or WF grades in all courses scheduled. Instructors must assign A, B, C, D, or F grades, and the School Dean must translate A, B, C grades to WP and D or F grades to WF. For six-week courses the WP-WF grades will be assigned after the end of the second week.

4. No student will be permitted to withdraw officially from college during the last three (3) weeks of a semester or summer term.

5. Leaving college without notifying the Registrar's Office and making an official withdrawal will result in automatic failure for all courses scheduled. It will also make the student ineligible for any refund of college fees. Improper withdrawals of this type will be classified as "not in good standing."

COMPUTATION OF GRADE POINT AVERAGE

A student's grade point average is calculated by dividing the total number of grade points earned in standard courses at California State College by the total number of credit hours scheduled. Exceptions to this procedure are indicated below.

Grade point values per credit hour have been assigned to letter grades as follows:

Grade	Grade Points Per Credit Hr.
A	4
B	3
C	2
D	1
F	0
INC - Incomplete	0
P - Passed	0 (not counted in the GPA)
WP - Withdrew passing after 6 weeks*	0 (not counted in the GPA)
WF - Withdrew after 6 weeks with a "D" or "F" grade*	0 (will be counted in the GPA)

* - After six weeks in semester courses; after two weeks in six-week sessions.

1. Courses transferred officially from other colleges, advanced placement courses, courses passed by examination, and credits granted for military service are not counted in a student's grade point average.

2. When a course is repeated, only the repeat grade (excluding WP and WF grades) will be counted in the grade point average. (Refer to the section on Course Contract System for repeating courses.)

3. No record of a failing grade will be kept if a student elects to take a course by examination and subsequently fails the examination.

4. In the Pass-Fail Grading System, a grade of P will not be counted in the grade point average. However, the credit hours passed will be recorded and counted in the conventional manner. A failing grade under this system will be counted in the grade point average.

COURSE CONTRACT SYSTEM

Course Contracts are available for students who intend to repeat courses for the purpose of raising their cumulative grade point averages. Those who intend to repeat courses at California State College are requested to comply with the following procedures:

1. Obtain a Course Contract in the office of the appropriate school dean at the beginning of the term in which the "repeat" course is scheduled.

2. Return the completed Contract to the Registrar's Office (Room 103, Administration Building) by the deadline indicated in the Contract.

COURSE WITHDRAWALS

The present rule concerning "course withdrawals" is as follows:

1. Students may withdraw without penalty and with the record of registration erased from their records during the first six weeks of the semester. To help enforce this rule, on request of the Academic Affairs Committee of the Faculty Senate, all such withdrawals must be dated and signed by the school dean before the end of the seventh week.

2. After the sixth week, students who withdraw must receive a grade of "WP" or "WF" to be entered on their transcript. The instructor must enter A, B, C, D, or F on the withdrawal form and the school dean must translate an A, B, C to "WP" and D or F to "WF."

   To enforce this rule, on request of the Academic Affairs Committee of the Faculty Senate, all instructors will be held to the requirements to enter A, B, C, D, or F on the withdrawal forms.

The above policy also applies to instances of total withdrawal from the college. If the student is not available, the administration will take the initiative in securing grades from instructors and determining effective date of withdrawal.

CREDITS EARNED BY EXAMINATION

A student may be given credit for a course in which he registers and in which he demonstrates competency by takng a qualifying examination. Grades received will be pass or fail under this provision.

Requests for credit by examination must be made with the department chairman involved and approved by the Vice President of Academic Affairs.

DEFERMENT OF FEES

I. Deferment of Fee Policy

A. College fees are due at the time of registration.

B. Each student will receive a pre-printed billing estimate form in the registration packet. This billing estimate will be adjusted, if necessary, during registration.

C. All students (except for those who have received deferments from the Financial Aid Office) must pay their fees at registration. Students will have the options of paying all, or one-half, of the amount due.

D. For those who pay one-half of their fees, the balance is due on or before the end of the sixth week.

II. Financial Aid Recipients

A. All recipients must stop at the Financial Aid Post during registration.

B. Recipients who do not have full financial aid are required to pay the balance at registration. If this cannot be done, these students are advised to contact the Financial Aid Office before registration.

NOTE: Those who cannot pay their fees and are not financial aid recipients are instructed to contact the Financial Aid Office before registration and to request deferments and/or advice on financial assistance.

III. Military Veterans

A. The deferment policy for veterans remains unchanged.

B. All veterans are required to stop at the Veterans' Post during registration.

IV. State Rehabilitation

A. Students in the State Rehabilitation Program will be granted deferments. However, they must stop at Post #5 during registration.

DELINQUENT FEES

1. Students who are delinquent in paying their fees for a previous term will not be permitted to register. Arrangements should be made to pay delinquent fees in full prior to registration. This rule will be strictly enforced.

2. For students in this category, the Ticket of Admission is invalid until fees have been paid.

DROPPING COURSES

Students who wish to drop courses, or to make changes in their course schedules after registration, must secure a Drop/Add Permit in the Registrar's Office. To drop a course, this Permit must be returned to the Registrar's Office with the "Drop Card" for the course being deleted. All course drops are governed by the following regulations:

1. Students may drop courses without academic penalty (i.e. no grade assigned and the record of the course, or courses, attempted deleted from the transcript) during the first six (6) weeks of a semester. (Note: For six-week courses, the deadline is the end of the second week.)

2. After the sixth week of a semester, students who drop courses must receive either WP or WF grades. Instructors must assign A, B, C, D, or F grades and the School Dean must translate A B C grades to WP and D or F grades to WF. (Note: For six-week courses, the WP-WF grades will be assigned after the second week.)

3. No student will be permitted to drop a course during the last three (3) weeks of a semester or summer term.

4. Leaving a course without dropping it in the official manner will result in automatic failure of the course.

5. No refunds, or credit, will be granted to those who register and pay fees as full-time students and voluntarily reduce the number of credits scheduled to less than twelve (12) credits. Furthermore, no refunds, or credit, will be granted for semester courses dropped after six weeks. For six-week sessions, the deadline would be two weeks. (Refer to the section on Refunds.)

6. Specific instructions concerning the Drop/Add Procedure during the summer term are available in the Registrar's Office.

FEE REMISSION POLICY GUIDELINES

DEFINITIONS:

Fee Remission - limited to waiver of tuition only

Employee - faculty, administrative faculty, management, (support) non-instructional staff, non-student staff of Student Activities Association, ROTC, personnel under grant programs, faculty on temporary appointment status, sabbatical leave, all personnel on leave of absence without pay, out-service training, sick leave

Dependent - married and unmarried natural issue, stepchild, or legally adopted child of eligible employee or future trustee who qualifies as a dependent under IRS guidelines

1. Persons Eligible

(future trustees, employees, dependent children, spouse)

2. Stipulations

a. This benefit does not include room and board, Student Activities fees, fees for Continuing Education classes, etc.

b. Employee must have employment of one-half time or more and must have been employed one year or more at California State College.

c. All eligible applicants must meet admission requirements and must be accepted under the current admission policy for course work.

d. Surviving dependents of deceased faculty with tenure, of deceased administrative faculty with tenure, of deceased management personnel with three or more years of service, of deceased non-instructional staff with three or more years of service, and of deceased trustees, may complete degree program already started. To receive this benefit for dependents, the employee or trustee must have died while in service at the institution.

e. Dependents in attendance at the time of voluntary or involuntary termination of an employee or trustee will be permitted to continue under the waiver of tuition for the rest of the term.

f. No restrictions are to be placed on the number of children per family.

g. No time limitation is to be placed on this benefit since it is intended to reserve the educational process to the recipient.

3. Programs

a. The Fee Remission Program is applicable to graduate and undergraduate students, part-time and full-time students.

b. Procedures for registration of courses will remain the same for paying students and part-time or full-time students receiving the fee remission benefit when in a degree program.

c. The order of priority for registration of students in the Fee Remission Program is as follows:

Full-time students in a degree program
Part-time students in a degree program
Part-time students not in a degree program

d. Employees will need the consent of their supervisor to attend classes during normal working hours. When such permission is granted, it is expected that the employee will make up time missed in one of the following ways:

Working after regularly scheduled hours as approved by the regular supervisor (hour for hour). The institution will not approve overtime caused by class work.

Deducting time missed from accrued vacation.

The supervisor shall maintain in his files a signed agreement with the employee. When the terms of the agreement have been fulfilled, the record shall be destroyed.

4. Reciprocity

When all state-owned institutions have a fee remission policy, we favor a reciprocity program for this benefit. Each student may then select the institution of his/her choice pending acceptance by that institution.

5. Rights Reserved to the Board of Trustees

Further implementation and interpretation of these procedures are reserved to the Board of Trustees. The Board of Trustees reserves the right to change, amend, or completely cancel the program at any time in the future, subject to a full year's notice in advance.

FIRE AND AIR RAID DRILLS

Faculty members are required to cooperate with all the fire and air raid regulations. They are to assist in vacating the building in which they are assigned.

GRADUATE

COMPREHENSIVE EXAMINATION

Each student who is a candidate for the Master's degree will be required to pass a comprehensive examination in his area or field of specialization. The type of examination may vary in different departments. The purpose of the examination is to evaluate the student's ability to organize his thoughts, to express himself adequately, and to demonstrate a knowledge of his field.

GRADUATE

COURSE LOAD

Part-time graduate students will be limited to six (6) semester hours of graduate work per trimester.

During the summer sessions a graduate student may earn a maximum of twelve (12) semester hours of graduate work (maximum 6 credits per five-week session).

A full-time graduate student may carry nine (9) to twelve (12) semester hours of graduate work within a sixteen-week period.

GRADUATE CREDIT FOR SENIORS

Undergraduate students in their last term on campus who have completed, or are completing all the requirements for an undergraduate degree, may enroll in graduate courses for graduate credit. With the exception of the undergraduate degree and teaching certificate requirements, they must meet all other Graduate School entrance requirements. No double counting of credits.

GRADUATE

PLANNING A PROGRAM

As soon as the applicant has been admitted to the Graduate Studies Program, he will be referred to the appropriate department for advisement. Each graduate student's program will be planned specifically for him in conference with a schedule adviser. A research adviser will be assigned to aid the student with he research after he has been admitted to candidacy for the Master's degree. The candidate may request a research adviser in his area of study with the approval of the department head.

The student is required to consult with his adviser throughout his graduate program on a regularly scheduled program basis. His program of studies must be approved by his adviser prior to registration.

GRADUATE

REFUNDS

If a student withdraws from the college, or fom individual courses, the following schedule of refunds and credit have been established:

SIXTEEN WEEK COURSE

Withdrawal 1st and 2nd week	80% Refund
Withdrawal 3rd and 4th week	60% Refund
Withdrawal 5th and 6th week	40% Refund
Withdrawal after 6th week	0% Refund

TWELVE WEEK COURSE

Withdrawal 1st week	80% Refund
Withdrawal 2nd and 3rd week	60% Refund
Withdrawal 4th week	40% Refund
Withdrawal after 4th week	0% Refund

SIX WEEK COURSE

Withdrawal 1st week	80% Refund
Withdrawal 2nd week	60% Refund

THREE WEEK COURSE

Withdrawal 1st week	80% Refund
After 1st week	0% Refund

The student desiring permission for withdrawal must complete the regular withdrawal forms which are available in the Graduate Office. Students who desire a refund must also write a letter to the President of California State College. If the money is to be credited to another semester, the letter to the President is not necessary.

GRADUATE

RESEARCH REQUIREMENT

One of the requisites for fulfilling the requirements for a Master's degree at California State College is the preparation of a research project or thesis. The research project and the thesis may be distinguished in the following manner:

The research project should make a contribution to the graduate student; it should make him a more understanding and competent teacher. The project may pertain to the teacher's own classroom situation or to some other type of limited research. The project needs the approval only of the advisor, but the advisor may request the meeting of a special committee who would also review and evaluate the proposed study. Two (2) credit hours are given for the research project.

The thesis should make a contribution to the student and to his field; it treats a problem to a deeper degree. Better controls, wider sampling, and further basic research techniques must be employed for a thesis. Before a research proposal can be accpted for a thesis, it must be approved by a committee of three graduate faculty members - the candidate's advisor, a faculty member of the candidate's department, and a member of another department. Four to six (4-6) credit hours are given for a thesis.

The research project and thesis may differ in the nature of research and in details, but they should follow the same format and regulations as prescribed in the bulletin, Preparation of Theses and Research Projects, which is available in the Graduate Office.

A research paper (1 credit) is another research option available to English majors.

A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabin is the adopted style sheet for the graduate program at California State College except as special requirements of individual departments demand the use of another style sheet.

Any letters or questionnaires concerning the proposed research project or thesis which are sent for the purpose of seeking information and data from off-campus sources must be approved by the advisor and by the Graduate Office.

The Graduate School of the College has a cooperative arrangement with University Microfilms for the publication of theses abstracts and for microfilming of theses. The cost for this service to the graduate student is payable to University Microfilms, Inc. University Microfilms will make a permanent microfilm copy of the thesis and send one copy of the microfilm to the Library of Congress in Washington, D.C. University Microfilms, Inc., will also publish the abstract in their abstract journal of Master's theses. Copies of the thesis in microfilm or Xerography are available at a nominal cost on a per page basis. Abstracts of theses are limited to 150 words or less. Details and instructions concerning the microfilming of theses and abstracts are available in the Graduate Office or in the Office of the Director of Research.

Certain programs now have a thirty-six (36) credit hour option which includes six (6) credit hours of research related courses in lieu of a research project or thesis.

GRADUATE

RESIDENCE REQUIREMENT

A minimum of thirty (30) semester hours of work, in addition to the fulfillment of other requirements and conditions stipulated in this bulletin, will be required for the Master's degree. A total of twenty-four (24) semester hours must be earned in residence at California State College.

Students will be expected to complete part of their degree programs during the summer sessions when full time could be devoted to graduate study under conditions most conducive to study.

GRADUATE

SCHOLARSHIP REQUIREMENT

The graduate student will be required to maintain a "B" grade average in all work after receiving the bachelor's degree. Only grades of "A," "B," or "C" are acceptable toward a Master's degree. Marking system: Grade of "A," 4 quality points; "B," 3 quality points; "C," 2 quality points. An incomplete grade (I) is issued only if because of personal illness (covering two or more consecutive weeks) the student is unable to complete the requirements of the course at the end of the session. The incomplete grade is issued only when circumstances warrant it and when proper evidence is presented. Work for the incomplete grade must be completed during the semester immediately following the semester when the grade was issued. After the lapse of one trimester, if the work is not satisfactorily completed, the incomplete grade automatically becomes an "F" grade, and it cannot be removed without repeating the course.

GRADUATE

TIME LIMIT

All requirements for the Master's degree must be completed within five years after the date of initial registration for graduate studies at California State College.

GRADUATE

TRANSFER OF CREDIT

A maximum of six (6) semester hours of resident (on main campus) graduate work done at another accredited graduate school may be transferred to the Graduate Program at California State College. Transferred credits must represent courses that fit the program of California State College and which have been passed with a grade of at least "B." Transfer credits to be acceptable must fall within five years of the date of the application for admission to Graduate Studies. Extension credits are not accepted for transfer.

Students already enrolled at California State College, who wish to take work at another institution for transfer to California, must have program approval by the adviser and by the Dean of Graduate Studies before enrolling at the other institution. Applications for transfer of credits, which should be completed and returned to the Graduate Office prior to taking course work elsewhere, are available in the Graduate Office.

GRADUATE

WITHDRAWALS

Withdrawal from Individual Courses:

Students are permitted to add courses the first week of a trimester after registration day. The permission is granted by the Dean of Graduate Studies or the Associate Dean of Graduate Studies.

Students may drop courses during the first six weeks without penalty. Permission is granted by the Dean of Graduate Studies or the Associate Dean of Graduate Studies.

After the first six weeks, withdrawals from individual courses are permitted with a grade of "WP" or "WF"; "WP" carries no penalty - "WF" carries penalty.

Complete Withdrawal:

Students are permitted to withdraw completely from college up to the week of the final examination. Permission is granted by the Dean of Graduate Studies or the Associate Dean of Graduate Studies. "WP" or "WF" grades are assigned for all courses.

All withdrawals are subject to the policy established for credit and refunds. Refer to that section of the bulletin entitled Refunds.

Withdrawal forms must be properly filled in by students who desire to discontinue part of their schedules. When students merely stop attending classes without officially withdrawing, "F" (failing) grades are recorded on the permanent records.

Students who find it necessary to leave the college during a semester should, before discontinuing attendance at classes, confer with the Dean of Graduate Studies. If after such conference it is found that the student should not continue, official withdrawal forms must be filled in the Graduate Office. Students who leave the college without this routine, especially the completing of withdrawal cards, jeopardize their status.

LIFE EXPERIENCE CREDITS AND CLEP PROGRAM

The following are California's policies on Life Experience Credits and CLEP:

1. Life Experience is limited to the elective category and, thus, a maximum of 30 credits counting toward graduation. Included in Life Experience would be the 5 credit hours awarded for general military experience and any military schools not directly translatable into existing college courses.

2. Exceptions to this policy would be laboratory and practicum courses, credit for which may be awarded at the discretion of the relevant department or program director.

3. Students who feel that their background qualifies them for credit in a specific course may challenge the course by examination following the established procedure.

   A student may be given credit for a course in which he registers and in which he demonstrates competency by taking a qualifying examination. Grades received will be pass or fail under this provision.

   Requests for credit by examination must be made with the department chairman involved and approved by the Vice President for Academic Affairs.

4. A student taking the CLEP general examination will be evaluated on cutoff points based on the five areas listed below.

	75-99%ile credits	50-74%ile credits	25-49%ile credits
a. English Composition	8	6	3
b. Natural Sciences	8	6	3
c. Mathematics	8	6	3
d. Humanities	8	6	3
e. Social Sciences - History	8	6	3

   If a student has already taken college work in any of the above areas, the number of credits taken will be subtracted from the CLEP award. If in the earning of CLEP credits a student exceeds the discipline area, the remaining credits will be then transferred to his general education category.

5. A student electing to take a CLEP subject examination will receive credit for the course based on the established cutoffs but not a grade.

6. The Case Guide will be used in evaluating military school credits for services other than the Air Force. However, the evaluator may refer to the Community College of the Air Force catalog in trying to arrive at an equitable solution for services other than the Air Force. In writing up the evaluation, the Case Guide will be the reference for the recommendation.

7. Life experience (non-academic training) should be evaluated on one credit per 60 hours.

8. In evaluating military credit, the evaluator should indicate a brief descriptive paragraph on the type of school being evaluated.

MAILING PROCEDURES

Mailroom Facilities:

Postage Meter and Accessory Equipment

Equipment is available for the use of official college business transactions only. Outgoing mail with the proper college return addresses indicated on the envelopes will be accepted.

The operation of the postage meter and related equipment is assigned to the Mailroom Clerk. He is directed to examine all the envelopes for the proper return addresses. He is also instructed to return all the unofficial letters to the persons concerned.

Bulk Mail:

Inquiries regarding bulk mail should be directed to the Mailroom Clerk. Advisement will be given departments as to the preparation of and required postal regulations governing the college's permit for bulk mailings. The Mailroom Clerk will prepare the proper form indicating the number of pieces and weight of material being mailed. This form should then be attached to an A.P.R. (Agency Purchase Request) and processed through their respective department chairman and forwarded through normal channels to the Procurement Office.

Incoming Mail:

Faculty and staff should advise all mailers to use a complete (including department) address. The Mailroom Clerk is instructed not to accept any C.O.D., postage due, insured or registered mail or parcels if not identified as an official college transaction. Personal mail should not be directed to the College.

OUT-SERVICE LEAVE POLICY

(For appropriate citations, see the APSCUF Commonwealth Collective Bargaining Agreement and the appropriate Commonwealth policy regulations.)

It is the President's intention that out-service leave should be used by the faculty at California State College specifically for the purpose of retraining. Retraining is to be understood not in the sense of moving from one area of major interest to another within a discipline, but rather to allow transfer from one discipline to another. Where it is feasible, out-service leave will be used to provide staff in new program areas, particularly as they are a part of the new missions proposal at California State College. Application should be made to the President of the College prior to December 1 of the academic year preceding the one for which the leave is expected. When possible, announcements will be made by the following March.

PARKING

Parking is permitted on campus in accordance with the established policy. Faculty members are to make arrangements with office of the Director of Security for parking spaces. All questions relating to parking should be directed to his attention.

PASS-FAIL GRADING OPTION

The general education program provides for limited use of a Pass-Fail Grading System. Students may schedule not more than half their general education courses each semester on a P-F basis. No more than five such P-F courses may be counted toward graduation. Students shall designate which courses they select to take on a P-F basis at the time of registration in the course. Changes in these P-F designations may be made during the first six weeks of the semester for semester courses. Six-week courses may be changed during the first two weeks. These changes must be initiated by the student in the office of the appropriate school dean.

Students will receive the grade of "P" for A, B, C, or D earned in courses designated as "P-F." The grade of "P" will give credit hours in the course but the grade point average will not be affected by a "P" grade. "F" has the same meaning under the conventional system presently in effect and this P-F Grading System.

This P-F system, at the option of the student in conventionally graded courses, is in addition to other courses where P-F grading is classwide as part of the catalog course description.

PERMANENT CERTIFICATION

The provisional college certificates issued after October 1, 1959, shall require for validation for the permanent form of the certificate, the completion of twelve (12) semester hours of post-baccalaureate work and at least three full years of successful teaching experience. Provisional College Certificates issued after October 1, 1963, shall require for validation for the permanent form of the certificate the completion of 24 semester hours of approved post-baccalaureate or graduate work at a regionally accredited institution.

By enrolling in the graduate program teachers may complete their twelve (12) or twenty-four (24) credit hours of post-baccalaureate work which are required for permanent certification and at the same time begin work on the Master's degree.

POLICY ON INCOMPLETE GRADES

1. An incomplete grade should be removed by special arrangement between the student and the instructor within one calendar year after the receipt of the incomplete grade. (NOTE: The student is <u>not</u> required to register for the course again.)

2. After the work has been completed, the instructor should submit a regular Change of Grade Form to the Registrar.

3. After a lapse of one calendar year, the incomplete grade is converted to I-F. This I-F grade carries no grade point penalty, but it does mean that the course and the grade cannot be removed from the academic record. In order to receive credit for a course recorded as I-F, a student must reschedule the course and complete it. Only the repeat grade will be considered in computing the student's grade point average.

4. For a student who withdraws from the college immediately after incurring an "INC" grade, a statute of limitations of five years is imposed upon the removal of the incomplete. After the lapse of five calendar years, the incomplete grade automatically becomes an F grade. This F grade can be removed only when the course is repeated. Students who return to the college prior to the lapse of this five year statute must comply with number one above.

5. The incomplete is to be used when the instructor is convinced the student can complete work or "makeup" course which has been missed or is incomplete because of reasons acceptable to the instructor. However, in all cases the instructor has the option of submitting a final grade passed on work completed. The instructor may refuse to accept late work. These grading policies should be made clear to the students during the first week of classes. However, instructors are expected to avoid penalizing students for illness where makeups are possible or where grading on work complete is reasonable.

6. When a grade card is received and the student had not attended the class during the term, mark "Not Enrolled" on the grade card and return it to the Data Processing Office.

PROCEDURE FOR ADMISSION TO GRADUATE CLASSES

1. Each applicant will file with the Graduate Office an application for admission to graduate classes as early as possible and preferably not later than three weeks prior to the session in which he wishes to begin his graduate program. Application forms may be obtained by writing to the Dean of Graduate Studies.

2. At the same time the applicant should have official transcripts sent to the Dean of Graduate Studies by the institutions at which he has taken undergraduate and graduate work. It is not necessary to submit a transcript of work taken at California.

3. An applicant may request an appointment with the Associate Dean of Graduate Studies or the Dean of Graduate Studies.

4. For detailed information pertaining to particular programs the applicant should contact the chairman or coordinator of the department responsible for the program.

PROCEDURES FOR GRANT APPLICATIONS

A. Examine information which has been disseminated from the Director of Grants concerning possible grants or contracts which would be available to you or your department.

B. If a federal grant, contact the Director of Grants in order to establish liasion with appropriate federal agency.

C. If it is determined that a grant application might be successful, the following procedure must be followed:

1. Prior to writing the proposal notify the following offices of your intent:

   a. Department chairperson
   b. Office of Grants
   c. Vice President for Academic Affairs
   d. Graduate Dean (if applicable)
   e. Vice President for Administrative Affairs
   f. Business Manager
   g. President's Office

2. Arrange an appointment with the Director of Grants to discuss the development of grant budget.

3. Obtain written approval from the Director of Grants prior to obtaining the President's signature.

4. Send courtesy copies of final grant application to the following offices:

   a. Secretary of Board of Trustees located in the President's office.
   b. Director of Grants
   c. Vice President for Administrative Affairs
   d. Business Office
   e. Graduate Dean (if applicable)
   f. Department Chairpersons

5. Forward courtesy copies of any correspondence received from the granting agency to offices listed in number four above.

6. Information concerning the grant and rebudget must be sent to the:

   a. Business Manager
   b. Director of Grants
   c. Vice President for Administrative Affairs

D. Any questions that program directors have concerning grant administration should be addressed to the Vice President for Administrative Affairs.

E. If the above steps are not explicitly followed, grants awarded will not be accepted by the College.

PROMOTION POLICY OF THE ADMINISTRATION

The Council of Deans has made the following recommendation regarding the promotion policy of the administration:

1. Distinction in scholarship and/or college service (over a period of years).

2. Distinction as a teacher (not minimal competence). Until student evaluation is settled, it will be difficult or impossible to promote on the basis of this criteria alone.

3. Singular commitment to the college with no record of regular, distracting outside employment for salary. Distinguished community service (perhaps in its own way helpful to the college) should on the other hand be viewed positively.

4. Not a member of a Promotion Committee.

5. Positive consideration might be given to faculty in those areas where some degree other than the doctorate may be the terminal degree.

6. Foreign degrees will not on the face of it be accepted as a Ph.D. equivalent. U.S. Office of Education will be helpful here.

7. Completion of the doctorate will no longer guarantee immediate promotion to the rank of Professor.

8. Promotion from Instructor to Assistant Professor.

   a. Award of tenure should imply that a person is qualified to become Assistant Professor. If the college is willing to keep someone as a permanent part of the faculty, then it should be willing to promote him above the instructor level.

   b. The several criteria spelled out in the earlier document concerning promotion to Professor without the doctorate are valuable, positive criteria for retention and promotion. Whereas the applicant for promotion to full Professor would be expected positively in all those categories, scoring positively in some of them might well be sufficient demonstration of worthiness to become Assistant Professor.

9. Promotion from Assistant Professor to Associate Professor.

   a. The requirement of 70 semester hours work as a minimum requirement must be 70 hours accepted in a coherent accredited program leading to a doctorate. Applicant must present a letter from the enrolling institution attesting to this fact.

   b. Meeting the 70-hour requirement does not imply instant promotion. The criteria spelled out in the above Promotion Policy should also apply for promotion to Associate Professor.

In addition, refer to Article XVI Promotions, of Collective Bargaining Agreement, dated September 1, 1974, page 20.

READMISSION

Students who wish to return to college after a lapse of three consecutive terms must apply for readmission by writing to the Dean of Arts and Sciences or to the Dean of Teacher Education.

A student who has been dismissed from the college for unsatisfactory academic performance may only be considered for readmission in accordance with the conditions of the dismissal. In all cases, applications for readmission should be submitted to the appropriate school dean at least one month prior to the registration date for the term in which the student wishes to register.

A student who registers for a forthcoming semester, and is subsequently dismissed for unsatisfactory academic performance, will have his registration for the forthcoming semester automatically cancelled.

RECORDS

The responsibility of faculty members is not ended until all records and reports are completed and filed in accordance with instructions. Enrollment lists, mid-semester reports, grades, etc., are vitally important and should be provided promptly on the dates requested.

REFUND POLICIES AND PROCEDURES

1. A refund, or credit, will not be allowed unless the withdrawal is properly made through the Registrar's Office. The date of notification will be considered the effective date of withdrawal.

2. No refunds, or credit, will be allowed for those who register and pay fees as full-time students and voluntarily reduce the number of credits scheduled to less than twelve (12) credits.

3. Full refunds will be granted upon request to students who have been dismissed from college for academic reasons.

4. Refunds are not granted on an automatic basis. A student eligible for a refund must submit a written request to the President without delay. No action will be taken until this has been done.

REFUND OF ACADEMIC FEES

Partial refunds, or credit, will be granted to students who have made an official withdrawal from college. They will be based upon a percentage of the fees paid according to the following schedule:

Semester Withdrawal

1st and 2nd week	80% refund
3rd and 4th week	60% refund
5th and 6th week	40% refund
After 6th week	0% refund

Six-Week Course Withdrawal

1st week	80% refund
2nd week	60% refund
After 2nd week	0% refund

Twelve-Week Course Withdrawal

1st week	80% refund
2nd and 3rd week	60% refund
4th week	40% refund
After 4th week	0% refund

Three-Week Course Withdrawal

1st week	80% refund
After 1st week	0% refund

REGISTRATION REGULATIONS

All registration will be governed by the following regulations:

1. A student must be regularly admitted to the college before permission will be granted to register. A written verification of official admission to college will be required as a ticket of admission to registration.

2. An official registration is contingent upon academic eligibility to register. If a registration has been completed in violation of this rule, it will be revoked.

3. Each student is required to register in person according to the registration schedule as announced by the college.

4. Each student must comply with all registration procedures and complete the registration within the deadlines set by the college.

5. A registration is not complete until:

   a. all required registration materials have been properly completed and turned in on time as designated;

   b. all college fees have been paid in full or a payment plan has been arranged by the Director of Financial Aid. In all such cases, the student involved must complete his special financial arrangements in the Office of Financial Aid prior to the deadline for payment of fees and comply with the billing instructions from the Business Office. Any student who fails to remit payment on or before the deadline date, or fails to contact the Financial Aid Office to arrange a deferment, will have his registration cancelled prior to the first day of classes. These students are eligible to re-register during the first five days of classes. However, the Registrar's Office does not guarantee that the student's original class schedule will be available, and each student will be charged the $10.00 Late Registration Fee.

6. Failure to register in the official manner as announced in college publications and elsewhere will cause the registration to be cancelled.

REQUIREMENTS FOR ADMISSION TO CANDIDACY FOR THE MASTER'S DEGREE

In order to complete a program of graduate study, leading to the Master's degree, the student must apply for and be admitted to candidacy for the degree. The following policy governs admission to candidacy.

1. The applicant shall file with the Dean of Graduate Studies an official application and a letter applying for admission to candidacy.

2. The applicant shall have completed not less than six (6) semester hours nor more than twelve (12) semester hours of graduate credit at California State College at the time of making application for degree candidacy. Credits completed in excess of twelve (12) semester hours before applying for degree candidacy will not be accepted for inclusion in a degree program.

3. The applicant shall have maintained a grade point average of not less than 3.0 (equivalent to an average of B) in graduate courses.

4. Approval for admission to candidacy for the Master's degree will be determined by individual departments.

5. Admission to candidacy requires the approval of the Dean of Graduate Studies and of the Graduate Council. The college reserves the right to refuse the applicant's request for admission to candidacy for the Master's degree.

REQUIREMENTS FOR ADMISSION TO GRADUATE CLASSES

The following policy established by the Graduate Council governs admission to graduate classes:

1. The applicant shall present a bachelor's degree from a college or university that is accredited by the National Commission on Accreditation or the appropriate regional accrediting agency.

2. The applicant shall present an official transcript of his work showing at least a 2.5 honor point value of his undergraduate work as determined by a grading system based on a four-point scale.

3. Applicants who fail to satisfy the foregoing requirements may be admitted conditionally upon the basis of the Miller Analogies Test.

4. Graduate study does not carry with it admission to candidacy for the Master's degree. Admission to candidacy for the degree can be made only after six semester hours of graduate work have been successfully completed at California State College.

5. For the Master of Education degree in most programs, the applicant must have a teaching certificate with certification in the field in which he wishes to enroll for graduate study. For the Master of Arts and Master of Science degrees, a major or evidence of adequate undergraduate preparation in the field in which the applicant expects to pursue graduate work is required. The adequacy of preparation will be determined by the individual departments.

6. Additional qualifications are required in certain programs. (Check for details under the description of individual programs.)

REGULATIONS GOVERNING ACADEMIC STANDING

The following minimum standards are required for students to maintain a "Clear" academic status:

Student Category	Minimum Grade Point Average Required
Freshman (12-31 credits)	1.75
Sophomore (32-63 credits)	1.85
Junior (64-95 credits)	1.95
Senior (96 or more credits)	2.00

A freshman carrying fewer than twelve (12) credits will be subject to scholastic action at the end of the term in which his/her total number of credits attempted reaches or exceeds twelve (12). Probationary action will apply to upperclass students (excluding freshmen with less than twelve (12) credits) regardless of the number of credits scheduled in the term. This rule also applies to part-time students.

A student who fails to meet the minimum cumulative grade point average for his/her class category will be placed on academic probation. This probationary status will be removed if the student achieves the required minimum grade point average for his/her class category by the end of one probationary semester. If the cumulative grade point average remains below the required minimum after one probationary term, the student will be dismissed from college for at least one semester.

Readmission to the college after an academic dismissal will not be automatic. Those who have been dismissed for unsatisfactory scholarship may be considered for readmission upon proper request by writing to their school dean.

RESIDENCE REQUIREMENTS

Students in all curriculums must complete a minimum of thirty of the last sixty credits at California State College in order to qualify for a degree. These credits must be taken on the campus in regular day, evening, or Saturday classes.

SABBATICAL LEAVE POLICY OF THE ADMINISTRATION

The Council of Deans has made the following recommendation regarding the sabbatical leave policy of the administration:

1. Normally sabbatical leaves will be granted for the two regular semesters of the academic year. Exceptions to this will be granted only with special approval of the President. The abbreviated summer sabbatical will be twelve weeks in length.

2. Priority for granting of a sabbatical leave will be based on the worthiness of the proposed enterprise of the applicants:

   a. Pursuit of scholarly activities.

   b. Travel related to academic work.

3. Due notice of sabbatical leaves must go promptly to the deans and department chairmen.

In addition, refer to Article XIX Leaves of Absence, A. Sabbatical Leaves, of Collective Bargaining Agreement, dated September 1, 1974, page 24.

SEMESTER HONORS

Semester Honors (The Dean's Honor List) are awarded to full-time students on the basis of quality point average at the end of the semester as follows:

Highest Honors	4.00
High Honors	3.50 - 3.99
Honors	3.00 - 3.49

CALIFORNIA STATE COLLEGE
California, Pennsylvania

TO: Faculty

FROM: John P. Watkins
Academic Affairs

SUBJECT: STUDENT PLACEMENT RECORDS

DATE: December 17, 1974

As you know, we are now required to follow the guidelines of "The Family Education Rights and Privacy" Act of 1974 (HR 93-380). The President will name shortly a Policy Committee for the College on the matter of student records. I have some suggestions and interim guidelines that I want to offer here:

1. Please recognize that from now on a student's placement file, as well as all other student files, is open to scrutiny by the student. Your evaluations and summaries should be prepared with this in mind.

2. This requirement includes the files of all former students of the College. I have asked Mr. Mattee to notify instructors who have letters of recommendation in current College placement files prior to showing those files to students who request to see them. You may wish to amend the letter presently in the file, or you may wish to have the letter removed since the original promise of confidentiality can no longer be honored. (I must note that I do not yet have a clear answer about whether or not we can destroy material already in the file without a student's consent. As soon as I have that answer, I will share it with you.)

3. I think it is important that we not respond to the Buckley Amendment either by refusing to do letters of reference for students or by writing only paeans of praise. I think that any considered professional opinion that can be substantiated by some evidence can be no source of problem for the evaluator. I do recommend that it be the practice of every faculty member to maintain adequate records of student performance (grade book, papers, etc.) so that reasons for an evaluation can be substantiated. To fail to write letters in behalf of students would, I think, jeopardize their employment opportunities, and most certainly I do not want to establish a record of graduating unemployable students at California. In short, I think that common sense standards need to be employed by all faculty members.

JPW:ck

GUIDELINES FOR THE IMPLEMENTATION OF STATE AND FEDERAL LAWS PERTAINING TO THE CONFIDENTIALITY OF STUDENT RECORDS AT CALIFORNIA STATE COLLEGE

The following guidelines are based upon two separate laws: (1) the Pennsylvania "Right to Know Law," Act of June 21, 1957, P. L. 390, as amended (65 P. S. 66.1) and (2) "The Family Education Rights and Privacy" Act of 1974 (HR 93-380). The intent of these guidelines is to present a uniform policy based upon the two laws cited for college administrators to follow in working with student records.

1. The right to inspect official college records by individual students is guaranteed by law and hereby affirmed as college policy. The word "students" shall be defined to mean all individuals who have matriculated at California State College.

2. A student will, upon request, be given access to all of his/her evaluative or opinion records in the control of the college which in any way effects said student's college status, employment potential, or in any way might reflect upon the student's character. Records contained in the Admissions Office, Placement Office, Infirmary, Psychological and/or Counseling Center, Registrar's Office, Security Office, and the Student Affairs Office, as well as other student records controlled by college officials will be open to inspection upon request by the specific individual in the presence of the appropriate college official.

3. Procedurally, requests in person must be made at least one day in advance (or earlier at the discretion of the college official) before students can review their files.

4. Upon request by students to examine their files and in compliance with the Federal Law, the college official in charge will honor the request within 45 days from the date of the request, or earlier if feasible.

5. The college official in charge of a particular student file may classify materials and records as inactive. At the discretion of the college official in charge, inactive records remain in the file but need not be circulated. These inactive records may be reviewed by the student.

6. The college official has the right to destroy unfavorable evaluations, or opinion records, in a student's file. The college official has wide authority to make such judgments with or without the consent of the student affected or the person who submitted the unfavorable information. A qualifying exception is where a student's records have been communicated to a person outside the institution (California State College); e.g., a potential employer. In such a situation, the student shall be given the opportunity to read and copy the unfavorable information before it is destroyed.

7. Students will be permitted to submit written/typed rebuttals to negative information contained in their files. A rebuttal statement shall become part of the file, and in cases where the negative information is reviewed by, or transmitted to, a third person, it must be accompanied by the student's statement of rebuttal.

8. A student may challenge the accuracy of material contained in his/her file. Once such a challenge is made in writing, it will be the responsibility of the college official in charge of the file to determine the validity of the challenge, if possible. The college official shall make a written response to the challenge of the student, specifying the action taken. Should a factual error be found in any materials, the college official is authorized to make the appropriate correction.

9. The college official in charge of a particular student file is responsible for the reasonable care and protection of the file. These officials are also responsible for the release of a student's confidential records only to an authorized person. An authorized person is defined to include persons determined by the college official in charge using the criteria listed in the college policy. In every situation, requests to review records must be made within the realm of the authorized person's official capacity.

10. A college official may only release a student's record upon the written request/approval of the student.

11. The college official, or designee, shall maintain a log indicating the inspection of a student's record. The log will show the person's name, address, status or official capacity, the date the record was inspected, or the date the record was sent to an authorized third party.

TRANSCRIPTS OF RECORDS

Students who want to have transcripts of their work and certificates of good standing and honorable dismissal may secure them in the Registrar's Office, Room 103, Administration Building.

Transcript requests will be processed according to the following regulations:

1. A transcript request must be made in writing. This written request is the official authorization for the Registrar to release a copy of the student's academic record to a third party, or institution, as designated by the student. The request may be made as follows:

   a. By completing a request form in the Registrar's Office (Room 103, Administration Building), or

   b. By writing a letter to the same office indicating the number of transcripts required, type of transcript (undergraduate, graduate, or both), name and address of person making the request, and specific instructions as to where the transcript is to be sent (Example: Dean of the Graduate School, Pennsylvania State University, University Park, Pa. 16802).

2. As a safeguard against improper disclosure of academic information, no transcript requests will be accepted by telephone.

3. Transcript Fee: Each student is entitled upon proper request to receive one transcript without charge. Thereafter, the fee is $1.00 for each transcript. Payment in full by check or money order must be included with each request sent by mail. (Checks or money orders should be made payable to the Commonwealth of Pennsylvania.)

4. Transcript requests will be honored as quickly as possible in order of the date of application. During busy periods such as registration, closing of a session, and graduation, there will be some delay in processing the requests. Therefore, it is advisable to submit requests well in advance of the date the transcripts will be needed.

5. No transcript will be issued for a student whose financial obligations to the college have not been paid.

Note: Any questions concerning these regulations and related problems or transcript errors, should be presented to the Registrar.

TRANSFER FROM ANOTHER COLLEGE

The student who seeks to transfer into California State College should follow the procedures listed below:

1. Complete all forms required for the student seeking admission to the college for the first time and file these forms in the office of the Director of Admissions of the college.

2. Submit with the Application and Personal Record form an application fee of $10.00 which is not refundable. The fee should be submitted in the form of a money order drawn to the favor of the Commonwealth of Pennsylvania.

3. The student should arrange to have all other colleges attended submit to the Director of Admissions copies of transcripts and statements of honorable dismissal. The statement of academic dismissal must indicate that the student has been cleared academically and personally. This information must be sent directly by the other college to the Director of Admissions, California State College, California, Pa.

TRAVEL REGULATIONS

Departments are encouraged to attend state and national meetings of their professional organizations. It should be planned to provide the college with the widest possible exposure and the faculty to participate with his fellow professionals in a real and meaningful way. Even though we have limited resources for travel, a well-planned department travel program could pay big dividends for the investment.

Funds for travel are budgeted on a pro rata basis for each department. Consequently, funds are limited and not all requests for travel can be granted. Departments should plan carefully and equitably their use of department travel funds.

The procedure for any travel is as follows:

1. Pre-approval Travel forms must be submitted for all travel, and have the approval of the department chairman, the dean of the school, and the Vice President for Academic Affairs.

2. Out-of-state travel must be requested on application forms available in the President's Office.

    a. Travel up to 300 miles require local approval and submission of forms should be early enough to make provision for transportation when a state car is requested.

    b. Travel over 300 miles must be approved by Harrisburg and forms must be submitted at least thirty days prior to the date of the trip.

UNDERGRADUATE CREDIT FOR GRADUATE COURSE

Undergraduate students may enroll in graduate courses for undergraduate credit if they meet the necessary requirements for those courses. Individual departments shall decide what the prerequisites for each course shall be. Graduate status may be a prerequisite for admission to some courses.

VETERANS' AFFAIRS

Veterans' Financial affairs are dealt with in the Office of the Registrar in the Administration Building. A veterans' clerk is available to answer questions pertaining to financial matters.

The Graduate Office welcomes all veterans for consultation on admission to the Graduate School and available programs of study.

VETERAN CREDIT

Veterans applying to the college should apply early and present evidence of honorable discharge from the Armed Service.

Veterans who have completed a minimum of eighteen months in the Armed Service, upon request to the dean of their school, may receive a maximum of five credit hours in Health and Physical Education.

College credit may be earned for courses taken through the United States Armed Forces Institute, Madison, Wisconsin. Official records of these courses should be presented to the dean of their school for evaluation and recommendation of credit. Correspondence courses completed through the Armed Forces schools may be acceptable towards college credit.

The records must then be submitted to the Vice President for Academic Affairs for final approval.

Those students participating in Active Reserve Training may be awarded one credit per year of participation, up to a maximum of five credits.